

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

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LIBRARY PAGE

(Announcement Number R-006-14)

Starting Salary: \$7.97 per hour – no benefits

Schedule: Up to 20 hrs/wk – may include evenings and weekends

THE JOB: Performs simple, routine clerical and light manual work in the operation of a library. Duties include returning books to shelves and securing books for readers.

MINIMUM QUALIFICATIONS: Fourteen years of age or older and 1-3 years experience in a library environment; or any equivalent combination of experience and training.

APPLICATION PROCEDURES: Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background check.

APPLICATION PROCEDURE: Candidates must complete a city of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex. Submission of a resume is optional. Application will not be accepted if received after the closing date.

OFFICE HOURS: Monday through Friday, 8:00 AM to 5:00 PM

OPENING DATE: July 1, 2014 **CLOSING DATE:** Open until filled

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

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